

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
STAFF ATTORNEY 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and Lateral Transfers
Location: Legal/Governmental Affairs, Middletown
Job Posting No: 110091
Salary: \$70,666 - \$91,080 (New hires to state employment start at the minimum salary range)
Closing Date: **Monday, October 20, 2014**
(Incomplete or late application packages will not be considered)

In a state agency this class is accountable for receiving on the job training in all aspects of agency legal work.

DUTIES: Provides legal guidance and support within the agency; serves as designee of the Office of the Attorney General in CHRO proceedings; communicate with the Office of the Attorney General, State's Attorneys, outside counsel and/or the courts as appropriate; provide litigation support to the Office of the Attorney General, outside counsel or Insurance defense counsel; handles CHRO complaints/assist in later phases of CHRO complaints and assist with agency administrative hearings; respond to FOIA and Personal Data Act requests on behalf of the agency to include required communications with State's Attorneys' offices, employees entitled to 1-214 notices, BEST, and other state and federal agencies; provide testimony and coordinate witnesses for an increasing number of FOIC hearings; conduct legal research and legislative history searches in support of Legal Affairs Unit assignments; attend, respond to subpoenas and other legal process directed to the agency and its employees; review requests for evidence or records disposal to determine applicability of preservation/retention requirements and make recommendations to Legislative and Administrative Manager; drafts advisory opinions, decisions, recommendation, findings, legislation, regulations, and other related legal documents; monitors and assists with agency obligations with electronic discovery and preservation requests and assists in preparation of responses to discovery requests and legal briefs; and performs related duties as required.

Knowledge, Skills and Abilities:

Knowledge of legal principles, practices and procedures in Connecticut; knowledge of legal research techniques; knowledge of the Uniform Administrative Procedures Act and civil procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; some knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; ability to apply judicial decisions to the interpretation of statutes; ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

General Experience:

A degree from an accredited law school.

Special Experience:

1. Incumbents in this class must be admitted to practice law in the State of Connecticut within one (1) year of the date of appointment. Pursuant to Section 51-88 of the Connecticut General Statutes, an incumbent who has not been admitted to practice law may not "assume, use or advertise the title of lawyer, attorney and counsel at law, counselor at law, attorney, counselor, attorney and counselor, or an equivalent term, in such a manner as to convey the impression that he is a legal practitioner of law".
2. May be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT HR 12](#) (State Application) & [CT HR 13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by **Monday, October 20, 2014, close of business** to:

**The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Denise Shelton, Human Resources Associate
or
Fax: (860) 685 – 8356**

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer.